

**CITY OF ASHEVILLE, NORTH CAROLINA  
CLASS SPECIFICATION**

**WATER PLANT SUPERVISOR  
WATER RESOURCES DEPARTMENT**

**GENERAL STATEMENT OF DUTIES**

Performs technical and supervisory work for the operations and maintenance of a water distribution and treatment plant for the City, including water laboratory and distribution system from the water treatment to the water transmission line. Employee reports to the Water Production Superintendent.

**DISTINGUISHING FEATURES OF THE CLASS**

An employee in this class is primarily responsible for overseeing the operations and maintenance of a water distribution, laboratory and treatment plant using established guidelines and procedures. The employee acts as Operator in Responsible Charge (ORC) for state of North Carolina water system and plant operation. The employee trains, schedules and supervises plant operators, mechanics and technicians. The employee coordinates all state and federal compliance monitoring and analysis to meet all mandated regulations. The employee is also responsible for scheduling and conducting public tours, preparing reports, developing procedures, and ordering and inspecting inventories of chemicals, supplies and parts. Considerable judgment is applied in routine and unusual situations. Work is performed according to department policies and procedures with considerable independence with broad objectives established as guidelines. Work is performed under limited supervision of the Water Production Superintendent and is evaluated through assessment of the quality of the work completed and the efficiency of the operations of the water distribution and treatment plant.

**ILLUSTRATIVE EXAMPLES OF WORK**

**ESSENTIAL JOB FUNCTIONS**

Oversees the operations and maintenance of a water distribution, laboratory and treatment plant, grounds facilities and equipment; ensuring that established policies and procedures are planned and implemented in accordance with state and federal requirements.

Reviews, develops and implements policies and procedures, as necessary, to improve department efficiency.

Reviews various reports prepared by staff to ensure propriety of methods and techniques used to collect and analyze data, and validity of conclusions and recommendations, and approves actions or makes recommendations as to procedure.

## **WATER PLANT SUPERVISOR**

Assigns, directs and supervises activities of plant operators, maintenance mechanics and technicians, ensuring adherence to established policies, procedures and standards; assists and advises subordinates, as necessary, resolving problems as non-routine situations arise.

Administers or makes recommendations for routine personnel matters affecting subordinates, including recruiting, interviewing, hiring, training, assigning, scheduling, granting leave, appraising and disciplining, etc., submitting such records and reports as required by City management.

Monitors computer operations of distribution system, including hazards communications, reservoir and tank levels, pump status, pressures, alarms, etc.

Develops reporting trends to ensure optimization of water treatment plant operations and makes decisions based upon trend analyses and input from Water Production Superintendent.

Responsible for inventory of chemicals, supplies and spare parts.

Prepares annual budget proposals in coordination with division director, including analyzing past expenditures to determine needs.

Administers approved budget, approving and monitoring expenditures to ensure payments are made from proper accounts.

Performs administrative duties and compiles data for special projects or reports, as assigned, ensuring completion by specified deadlines and in accordance with established goals and objectives.

Utilizes computerized data entry equipment and various database and/or file maintenance programs to enter, store and/or retrieve information as requested or otherwise necessary; summarizes data in preparation of standardized reports.

Schedules and conducts public tours of plant facility.

## **ADDITIONAL JOB FUNCTIONS**

Performs related work as required.

## **KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of policies and procedures pertaining to water plant operations.

Thorough knowledge of the Safe Water Drinking Act and federal mandates to ensure quality water is produced and maintained at all times.

Thorough knowledge of the occupational hazards and the proper safety precautions involved in plant operations.

Considerable knowledge of the principles of supervision, organization and administration.

Knowledge of watershed regulations and best management practices to ensure water quality.

General knowledge of mechanical, electrical and instrumentations dealing with water treatment plants.

## **WATER PLANT SUPERVISOR**

Skill in using common office machines, including popular computer-driven word processing, database, spreadsheet and file maintenance programs.

Ability to maintain readiness to work on a 24-hour on-call basis.

Ability to make decisions on treatment process as required due to changing weather conditions affecting the primary water source.

Ability to plan, assign and coordinate the work of technical and maintenance staff.

Ability to exercise attention to detail in performing assigned tasks.

Ability to maintain effective files, records and reports.

Ability to deal tactfully and courteously with the general public in explaining policies and procedures.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Ability to maintain readiness to work on a 24 hour on call basis.

### **MINIMUM TRAINING AND EXPERIENCE**

Bachelor's degree in biology, chemistry, environmental studies or a related field; and 6 to 9 years plant operations experience, including supervisory experience; and/or any equivalent combination of training and experience required to perform the essential position functions.

### **SPECIAL REQUIREMENTS**

Possession of Class "A" Water Treatment Facility Operator Certification. Possession of Grade I Physical/Chemical/Wastewater Operator Certification. Backflow and Cross-Connection Inspector certification highly desirable.

### **COMPETENCIES**

**Technical Competency:** Ability to use the tools and concepts of the specialty area in which the employee works. Includes using appropriate processes, procedures, resources, and work or professional standards.

**Interpersonal Competency:** Ability to work with people, develop and maintain work relationships, communicate, manage conflict, and perform as an effective team member.

**Intellectual Competency:** Ability to think, learn and process information. Ability to solve problems and gather necessary information. Includes having math and reading skills appropriate to job level.

**Customer Service:** Ability to identify customers, determine the valid needs of a

## WATER PLANT SUPERVISOR

situation, and provide service or service recovery in a manner that satisfies the customer.

**Organizational & Community Sensitivity:** Ability to take the larger perspective into account, recognize organizational and community priorities and balance actions appropriately.

**Physical Skills:** Ability to perform required jobs with adequate strength, dexterity, coordination and visual acuity (with reasonable accommodation[s] if needed) and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

Salary Grade 16  
Exempt